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| **Saskatchewan Lotteries Community**  **Grant Program**  **Small Projects Call**  **Application**  **Program Cycle: January 1, 2025 – March 31, 2025**  **Up to $3,500** |

Deadline for Submission:

**December 16, 2024, at 11:59** pm

Submit to:  
E-mail: fcss@lloydminster.ca

OR

Mail/Drop-off:

Saskatchewan Lotteries Community Grant Program

Attention: Patrick Lancaster

4420 50 Avenue

Lloydminster, AB/SK

T9V 0W2

For more Information:

Contact the City of Lloydminster at 780-875-6184 Ext 2909 or

fcsss@lloydminster.ca

[www.lloydminster.ca/grants](http://www.lloydminster.ca/grants)

**PURPOSE & ELIGIBILITY**

The Saskatchewan Lotteries Community Grant Program is a partnership among Sask Sport Inc., SaskCulture Inc., and the Saskatchewan Parks and Recreation Association Inc. This grant program assists in the development of sport, culture, and recreation programs by providing funds to non-profit community organizations operated by volunteers. The City of Lloydminster receives funds, which are then distributed to local non-profit volunteer community groups to provide these programs.

The Saskatchewan Lotteries Community Grant Program is guided by the following principles:

* It provides access to sport, culture, and recreation activities for all Saskatchewan people regardless of age, gender, ethnicity, economic status, or physical or mental ability.
* It provides funds to community non-profit volunteer organizations in support of sport, culture, and recreation programs.
* It allows communities to establish local priorities.
* It ensures all participating groups, from administration to beneficiaries, are responsible for complete and accurate accounting.

**PROGRAM OBJECTIVE**

The goal of the program is to engage people in sport, culture, and recreation activities.

A portion of the total grant funds issued by the City of Lloydminster must be used for programs aimed at increasing participation among under-represented populations in the city. These populations may participate in regular programs or through specially created programs designed to meet their needs. Examples of under-represented populations include Indigenous people, seniors, women, youth at risk, economically disadvantaged individuals, persons with disabilities, and single-parent families.

**PROGRAM CRITERIA**

* Expenditures must be directly related to the delivery of a sport, culture, or recreation program.
* The maximum funding level is $3,500 per program.
* The grant period is from January 1, 2025 to March 31, 2025. The event/activity must take place, and expenditures must occur, within this grant period.
* Follow-ups verifying project expenditures must be submitted.
* Program initiatives that aim to increase participation in under-represented populations will be prioritized and should be clearly identified. Evidence of the direct involvement of under-represented populations in the planning, operation, and evaluation of activities supported by the grant must be included in the follow-up report.
* Appropriate liability and participant insurance must be in place for events sponsored or funded by the Community Grant Program, with evidence provided prior to funding.
* Groups receiving grants must publicly acknowledge Saskatchewan Lotteries and the City of Lloydminster in their activities and advertising.
* The majority of program participants must be Lloydminster residents.
* Programs must occur in Lloydminster unless a particular activity or facility is unavailable in the city. For activities outside of Lloydminster, participants must primarily be Lloydminster residents.

The program provides funding for sport, culture, and recreation programs. Therefore, the following expenditures are **ineligible** for grants:

* Construction, renovation, retrofitting, or repairs to buildings/facilities (e.g., fixing doors, re-shingling roofs, installing flooring, moving/hauling dirt, etc.).
* Property taxes or insurance.
* Alcoholic beverages.
* Per diems or day money.
* Food or food-related costs (e.g., catering supplies, coffee pots, coffee, stoves, BBQs, etc.).
* Membership fees for other lottery-funded organizations.
* Prizes, cash, gifts, awards, honorariums, trophies, plaques, or badges.
* Out-of-province activities and travel (i.e., travel within Lloydminster or Saskatchewan is acceptable).
* Donations.
* Subsidization of wages for full-time employees (Note: Eligible employment expenditures must be for no more than 35 hours a week and no more than 90 days in a grant period or 455 hours total. Eligible costs include gross wages and vacation pay, excluding CPP, EI, WCB, etc.).
* Uniforms or personal items such as sweatbands, hats, or equipment for personal ownership.
* Any activities that advocate specific positions regarding municipal, provincial, or federal government legislation, acts, or policies.

**OBLIGATIONS OF GRANT RECIPIENTS**

Approved programs will initially receive 75% of the grant funds, contingent upon funding from Saskatchewan Lotteries to the City of Lloydminster. Confirmation of appropriate liability and participant insurance must be provided before the initial grant installment. The remaining 25% will be distributed upon receipt of a satisfactory Project Report. Funds will be distributed based on eligible receipts or financial statements.

Grant recipients must submit a Project Report upon completion of the program, including:

* A completed Community Grant Project Report Form (available on the City of Lloydminster website at [www.lloydminster.ca/grants](http://www.lloydminster.ca/grants)).
* Copies of receipts and payroll records, or audited financial statements prepared by a registered Certified Management Accountant (CMA), Certified Accountant (CA), or Certified General Accountant (CGA) to verify expenditures. Payroll records must include timesheets and detailed paystubs. Cheque request forms, general ledger printouts, purchase orders, petty cash vouchers, and canceled cheques are not eligible unless supported by actual receipts.
* All eligible receipts must be dated within the grant period of January 1, 2025 to March 31, 2025. Evidence of the direct involvement of under-represented populations in the planning, operation, and evaluation of activities supported by the grant must be included.
* A description of how Saskatchewan Lotteries and the City of Lloydminster were publicly acknowledged as sources of funds for the program (samples may be requested).

Complete reporting must be submitted to the City of Lloydminster within 30 days following the end of the program or by April 30, 2025, whichever is earlier. Organizations that fail to submit the required reports may be ineligible for future grant funding administered by the City of Lloydminster. Unused funds or funds used for purposes other than what was approved must be returned.

The City of Lloydminster administers the grant program; however, final approval of eligible expenses is at the discretion of Saskatchewan Lotteries.

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| **APPLICANT INFORMATION** |

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| Legal Organization Name |  |
| Operating Name (if different from above) |  |
| Non-Profit Number |  |
| Mailing Address |  |
| Phone Number |  |

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| **CONTACT INFORMATION** |

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| --- | --- |
| Primary Contact Person and Position |  |
| Phone Number |  |
| E-mail Address |  |

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| **PROGRAM OVERVIEW** |

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| --- | --- |
| Program Title |  |
| Funding Request Amount |  |
| Start Date |  |
| End Date |  |

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| **PROGRAM DETAILS** |

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| 1. Under which required category does your program fall? (Pick one.) |
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| 2. Provide a comprehensive overview of your program. Include the program's objectives, the benefits for participants and the community, and the location where the program will be held. Be sure to offer enough detail to clearly illustrate the program's activities and what participants will be doing. |
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| 3. What outcomes (impact, benefits, and results) do you hope to achieve through this program? How will you evaluate its success? |
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| **PREVIOUS GRANT CYCLE UPDATE (IF APPLICABLE)** |

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| 4. If your program was approved for Saskatchewan Lotteries Community Grant Program funding (2024-2025), please provide a brief update on its status. Explain how this grant will increase your capacity. |
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| **PROGRAM BUDGET** |

Please complete the following budget for the proposed program only, providing as much detail as possible.

* Identify all sources of income, including self-generated revenue, donations, fundraising, registration fees, sponsorships, grants, and other funding sources.
* Identify all anticipated expenditures for the proposed program (e.g., sports/music equipment, facility rental, facilitator/coach/contractor fees, admission fees, advertising, etc.). Please refer to the list of eligible and ineligible expenditures and categorize each expense accordingly, providing as much detail as possible.
* **IMPORTANT**: Copies of receipts, payroll records, or audited financial statements are required to verify expenditures during final reporting. Payroll records must include timesheets and detailed pay stubs. Please refer to "Subsidization of wages for full-time employees" for more information.

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| Sources of Revenue for Proposed Program: | Dollar Amount |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| Total Revenue Before Saskatchewan Lotteries Grant Request | $ |
| **Saskatchewan Lotteries Grant Request (may not exceed “Eligible” Expenses below or grant maximum of $3,500)** | $ |
| Total Revenue from All Sources | $ |

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| Expenditures for Proposed Program: | Eligible for Saskatchewan Lotteries Grant | Ineligible for Saskatchewan Lotteries Grant | Total Program Expenses |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
| Total Expenditures | $ | $ | $ |

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| **DECLARATION** |

In making this application, we hereby represent to the City of Lloydminster’s Saskatchewan Lotteries Community Grant Program and declare that, to the best of our knowledge and belief, the information provided is truthful and accurate. The application is made on behalf of the named organization and with the full knowledge and consent of the Board of Directors. Furthermore, we agree to the following conditions:

* We have read the guidelines and agree to abide by all terms and conditions of the Saskatchewan Lotteries Community Grant Program if approved.
* Confirmation of appropriate liability and participant insurance for the program being funded must be provided before the initial grant installment is issued.
* We agree to publicly acknowledge Saskatchewan Lotteries and the City of Lloydminster as sources of funding for the program.
* Grant funding, if approved, is based on the details provided in this application. The City of Lloydminster must be advised of any material changes to the program, and continued funding will be at the City’s discretion.
* A Project Report is required within 30 days following the end of the program, or by April 30, 2025, whichever is earlier, and must be submitted directly to the City of Lloydminster. Any organization not submitting the required reporting may be ineligible for future grant funding administered by the City of Lloydminster. Unused funds or funds used for purposes other than what was approved must be returned.
* Late applications will not be accepted.

Official Representatives (i.e., Chairperson, Treasurer, Executive Director):

Name: Position:



Signature: Date:



The personal information gathered will only be used or disclosed for the purposes for which it was collected or, in limited circumstances, in accordance with the Saskatchewan *Local Authorities Freedom of Information and Protection of Privacy Act*.